

Message

From: Gwinn, Maureen [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4BDC5237A5C440A7B664518E23EB5647-GWINN, MAUREEN]
Sent: 12/14/2019 1:20:42 AM
To: Hedge, Joan [Hedge.Joan@epa.gov]
Subject: FW: Business Cards
Attachments: CompTox Strategic Blueprint_Thomas_ToxSci_169_317_2019.pdf; Alternative Toxicity Testing Report to Congress-100119.docx

Hi Joan –

Here is the link for printing business cards if time becomes an issue **Ex. 6 Personal Privacy (PP)** And I am happy to watch any practice presentations from a novice perspective!

Also, here are the two documents I mentioned today – feel free to share if others express an interest, and I think we may do a quick WIP on these types of things to kick off the new year. The pdf is the “blueprint” for the new Center I had mentioned, and the word document is the Report to Congress on Alternative Toxicity Testing that is awaiting OMB (Office of Management and Budget) approval before going to Congress. Not assigned as homework, but thought it might help to answer some of the questions we talked about. Please note, the Report to Congress has not yet been released to the public, so please do not share broadly.

Thanks again for the great conversation – I enjoyed talking with you. Good luck tomorrow – to both your son’s football team and to you for the weather!

Maureen

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Ex. 6 Personal Privacy (PP)

From: Thompson, Stephen <Thompson.Stephen@epa.gov>
Sent: Wednesday, November 06, 2019 9:22 AM
To: Hoff, Dale <Hoff.Dale@epa.gov>; Hautajarvi, Mary <Hautajarvi.Mary@epa.gov>; Gwinn, Maureen <gwinn.maureen@epa.gov>; Schultz, Laurel <Schultz.Laurel@epa.gov>; Devito, Michael <Devito.Michael@epa.gov>; Morgan, Ardra <Morgan.Ardra@epa.gov>; Singh, Amar V. <singh.amar@epa.gov>; Adkins, Norman <adkins.norman@epa.gov>
Cc: Guiseppi-Elie, Annette <Guiseppi-Elie.Annette@epa.gov>; Milbeck, Regina <Milbeck.Regina@epa.gov>; Linnenbrink, Monica <Linnenbrink.Monica@epa.gov>; Thomas, Russell <Thomas.Russell@epa.gov>; Sams, Reeder <Sams.Reeder@epa.gov>; ORD-CCTE-IO-POS Feds <ORD-CCTE-IO-POS_Feds@epa.gov>
Subject: Business Cards

As mentioned at yesterday’s CCTE Senior Management meeting, Dale Hoff raised the question regarding business cards in the wake of the reorganization. Here’s the EPA policy **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP) For small quantities, for those employees that supervisors concur need business cards for EPA business, employees are encouraged to print their own as being “more economical and environmentally preferable” to ordering cards. However, if 250 or more cards are needed, Envision Business Cards is the required vendor for the purchase card order. Region 8 has a nice page about business cards with a link to the agency policy, information on ordering, and also a template and tips for printing your own business cards, which you may find helpful: **Ex. 6 Personal Privacy (PP)** Let me know of questions. Thanks,

Stephen

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Ex. 6 Personal Privacy (PP)